

Stillwater County Position Announcement

Stillwater County is an Equal Opportunity Employer

Date: Jan 25, 2021

Position Title: Communications Officer

Starting Salary range: Grade 8, 16.50 per hour

Department: Sheriff's Department

Hours: Full-Time, 40 hours per week

Union Status: Non-Union position

Accepting Applications until Filled.

See Job Description for Details.

Function: This position is responsible for operating the communications system for the Stillwater County Sheriff's Department. Position is responsible for receiving all incoming calls and notifying the appropriate agencies or police officers of the situation and/or emergencies. This position performs operational duties which require attention to detail, accuracy, and timeliness, which, if not strictly adhered to could result in an injury to an officer or a lawsuit.

Education Requirements: A High School Diploma or GED.

Special Requirements: Position must adhere to strict standards of confidentiality to information and documentation. Work is performed in an office environment during a normal shift duty. Position required subject to call-out for emergencies or when another employee is sick as well as being able to work a rotating shift during a 24-hour period. Travel in extreme weather conditions to attend workshops or training. Position must issue livestock market permits and is responsible for the money collected for livestock permits. Must have successfully completed regional CJIN School and the MLEA Safety Communications Operator School after hiring. Must also pass a criminal background check. Demonstrated ability to type a minimum of 35 words per minute.

To Apply:

Submit **County Application, resume** and **references** to Finance and Human Resources Office, Stillwater County Courthouse, PO Box 795, Columbus, MT 59019. Application and job Description may be found at www.Stillwatercountymt.gov. **Late, incomplete or unsigned applications may not be considered.**

Current County employees must also submit a county application and all required documents as described above.

Stillwater County is an Equal Opportunity Employer. Applicants who require special accommodation due to disability should contact the Human Resources Office at 322-8014.